



Agreement for Use of Loma Verde Recreation Center

1420 Loma Lane, Chula Vista, CA 91911 Tel: (619) 691-5082 Fax: (619) 476-7518

Section One - Room and Equipment Requested

| Name of Room | Date Requested | Hours Requested |
|-------------------------------------|----------------|-----------------|
| <input type="checkbox"/> Main Hall | | |
| <input type="checkbox"/> Kitchen | | |
| <input type="checkbox"/> Game Room | | |
| <input type="checkbox"/> Dance Room | | |

Section Two - Customer Information

| | | | |
|------------------------------|------------------------|--|-------------------------------|
| Name of Company/Organization | | Customer Name/Representative and Title | |
| Street Address | | | |
| City, State, Zip Code | | | |
| Phone Number | Alternate Phone Number | Type of Activity | Approx. # of people attending |
| Contact Person | Phone Number | | |

Will admission be charged or solicitation for funds be made? ☐ Yes ☐ No

If Yes, What will proceeds be used for?

Section Three - Applicant Statement and Signature

The applicant is an authorized officer of the group submitting this application. The applicant has read the City's Rules and Regulations and hereby accepts responsibility for adherence to the rules and regulations by the group.

| | |
|------------------------|------|
| Signature of Applicant | Date |
|------------------------|------|

Section Four - Financial Section (For City Use Only)

| | |
|--|-----------------------|
| Security Deposit - \$200 | Security Deposit = \$ |
| Rental Fee -Main Hall (____ hours x \$____ per hour) | Rental Fee = \$ |
| Rental Fee -Kitchen (____ hours x \$____ per hour) | Rental Fee = \$ |
| Rental Fee -Game Rm (____ hours x \$____ per hour) | Rental Fee = \$ |
| Rental Fee -Dance Rm (____ hours x \$____ per hour) | Rental Fee = \$ |
| Staff Fees - (____ staff x \$16 x ____ hours) | Staff Fee = \$ |
| Permit # | Total Fees \$ |

Section Five - AUTHORIZATION (For City Use Only)

| | | |
|-------------------------|-------|------|
| AUTHORIZATION SIGNATURE | TITLE | DATE |
| | | |



**CHULA VISTA PARKS AND RECREATION DEPARTMENT
LOMA VERDE RECREATION CENTER
RENTAL FEES AND CHARGES
619-691-5082**

The charge for renting the Loma Verde Recreation Facility, are based on the following:

RENTAL FEES (includes room rental, staff fee, tables, and chairs):

Approximately 35 Tables and 200 Chairs

Resident

Main Hall \$88.00 per hour

Main Hall including Kitchen

\$99.00 per hour

Dance Room \$60.00 per hour

Non-Resident/ Organizations

Main Hall \$143.00 per hour

Main Hall including Kitchen

\$165.00 per hour

Dance Room \$88.00 per hour

Extra: Game Room \$17.00 per hour

Extra: Game Room \$34.00 per hour

- Please note:
- 1) Residency rate for private party determined by Chula Vista city zip code.
 - 2) Organizational residency rates determined by the following:
 - a) No solicitation of ANY funds including admissions, selling food, beverage, or raffle tickets.
 - b) Non-profit Federal Identification Number must be written on the rental agreement.

SECURITY DEPOSIT (REFUNDABLE): \$200.00

The rental fee will be assessed from the time reserved for setting up and decorating until the time the group has cleaned and vacated the premises, regardless of whether the renting party is in the facility the entire time.

The staff fees are assessed for each Recreation Department staff member who is assigned to work solely because of the rental function.

The renting party is responsible for basic clean up of the main hall, kitchen (if applicable); which includes breakdown of tables and chairs, disposing of trash, sweeping and/or mopping of necessary areas.

The applicant will be charged for any extra staff or building usage time over and above the listed on the application, or for any damages, rule violation(s), etc.

If the function is canceled or date changed, the initial \$100.00 security deposit will **not** be refunded regardless of the advance notice given. Initial: _____

Any deposit to be refunded will be paid by check, no less than forty-five (45) days following the event. All refund checks will be made payable to the applicant only, and will be mailed to the address indicated on the facility use agreement.

PROCESSING

1. The date will be reserved when the application is returned to the office accompanied by a signed copy of:
 - a. Facility Rules and Regulations
 - b. \$100.00 rental deposit fee
 - c. Certificate of Insurance (if applicable)

2. When completing the Rental Agreement, applicant should list all times needed for the function; set-up, decorations, actual function and clean up.
3. Groups will be instructed to begin clean up of the facility approximately 45 minutes prior to the ending time listed on the application.
4. The completed Agreement will be processed and fees assigned.
5. Applicant will be contacted concerning fees due and payment deadline.

PAYMENT

1. Facility use is not confirmed until full payment of fees is completed.
2. All payments must be made at least fifteen (15) working days in advance of rental date payable to:
City of Chula Vista. Earlier payment may be required for large group rental; applicant will be notified of payment deadline. Payments made less than fifteen (15) working days in advance of rental date must be in **cash**.
3. All payments must be made in person at the Loma Verde Recreation Center Office at 1420 Loma Lane. Payment can be made Monday - Friday, 2:30 P.M. – 7:00 P.M.

FACILITY RULES/REGULATIONS

1. **Alcoholic beverages** in any content, shape, or form are strictly prohibited (not allowed) on or in the facility, or on the premises of the parking areas. Any violation of this rule can or will result in the immediate termination of the rental function and complete forfeiture of the security deposit. Initial: _____.
2. No substance may be add to the floor in the main hall. Initial: _____
3. Absolutely no smoking, open flames, or fire hazards of any kind are permitted in the interior of the facility.
4. All caterers and their employees must have current San Diego County Health Permits.
5. No glass bottles, cups, tumblers, jars, or containers used for carrying or containing any liquid for drinking purposes are permitted in the center. (City Ordinance 2.66.035 and 2.66.090B).
6. There is no live music allowed. A Disc Jockey (DJ) playing for a function must have a City of Chula Vista business license and will need to show proof prior to payment of rental.
7. Center is available for rental on:

| | |
|-----------|-----------------------------|
| Friday: | 5:00 P.M. to 12:00 Midnight |
| Saturday: | 3:00 P.M. to 12:00 Midnight |
| Sunday: | All day to 11:00 P.M. |

NO EXCEPTIONS!

The Center must be cleaned and completely vacated by that time. Groups need to plan on a minimum of a forty-five (45) minute clean-up time prior to the closing time of the facility, or that which is stated on facility use agreement form.

DECORATIONS

1. Organizations utilizing the facility are responsible for the application and complete removal of all decorations. Organizations must also provide their own supplies for decorations i.e., masking tape, tablecloths, trashcan liners, etc. Facility does not provide supplies.

2. No decorations of any kind may be attached to any part of the facility or facility equipment with tacks, staples, glue, etc. Other decorations may be attached to tables and chairs with masking tape. Transparent tape may not be used. All tape must be completely removed during clean up. No decorations may be affixed to walls in any manner.
3. All decorations should be of flameproof material. **Use of any type of candle or open flame decoration is prohibited.** Any violation of this rule can or will result in the immediate termination of the rental function and complete forfeiture of the security deposit. Initial:_____.

GENERAL

1. **Applicant** whose name appears on the facility use agreement will be held responsible for group use. **Applicant or Contact Person** must be present at the facility throughout the entire rental period (including breakdown and clean up). **NO ONE** will be allowed into the room until Applicant or Contact Person arrives. Applicant must be at least 21 years of age. Initial:_____.
2. Recreation staff will be assigned to your event. Staff will arrive at time stated on application, open the building, monitor final clean-up activities, and close the facility following the event.
3. Applicant is responsible for setting up, taking down, and cleaning up after event.
4. The Facility Supervisor reserves the right to request additional security from a well-established security firm. Examples of events needing security may include, but are not limited to dances, concerts and other events.
5. Special event insurance may be required for certain activities. These activities may include, but are not limited to, martial arts' tournaments, dances, concerts and other events.
6. All facility use arrangements must be coordinated with the full time recreation supervisor in charge of the facility.

FAILURE TO COMPLY FULLY WITH ESTABLISHED FACILITY RULES AND REGULATIONS WILL RESULT IN PARTIAL OR COMPLETE FORFEITURE OF SECURITY DEPOSIT AND/OR IMMEDIATE TERMINATION OF THE RENTAL FUNCTION.

HOLD HARMLESS COVENANT

The undersigned parties, in consideration for the use of the property of the City of Chula Vista and any facilities thereon, hereby agree that they will hold the City of Chula Vista, its officers and employees, free and harmless from any and all liabilities, obligations, claims, actions, suits, liens, judgments, costs, charges, and expenses arising from or on account of the undersigned's negligent acts or omissions, its agents, and employees in connection with its usage of the property designated below, to the full extent provided for by law. Further, the undersigned agree to name the City of Chula Vista as additional insured under any insurance policy for coverage of their activities related to the _____. Evidence of such coverage will consist of a Certificate of Insurance and a Policy Endorsement. The foregoing obligation, fowled, and duty of the undersigned shall include, but shall not be limited to; (1) the employment by the undersigned of attorneys to represent the City of Chula Vista, its officers and employees, in any action or proceeding in any court or administrative tribunal, including any appellate court to which the City of Chula Vista may determine any adverse judgement or ruling should be taken; (2) the payment by the undersigned of all filing fees, reporter's fees, witness fees and other court administrative costs; (3) payment by the undersigned of all attorney's fees; and (4) the payment of may judgments rendered against the City of Chula Vista, ifs officers and employees. If, in the reasonable judgment of the City Attorney of the City of Chula Vista, the attorneys employed by the undersigned shall be inadequate to the proper representation of the City of Chula Vista, the City Attorney of the City of Chula Vista may direct that another attorney(s) including those regularly employed by the insurance carrier of the City of Vista, its officers and employees, and if such direction be so given, the undersigned shall employ said latter attorney(s).

I, _____, have read and completely understand the above rules and regulations.

DATE: _____ SIGNATURE: _____